

14 October 1964

MEMORANDUM FOR: Members of CS Name Check Committee

SUBJECT: Meeting of 18 September 1964 and Subsequent Name  
Check Course Matters

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1. Present at this meeting of 18 September were [REDACTED]

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2. In reviewing the action taken at the previous meeting (31 August), Mr. [REDACTED] spoke in favor of a presentation on the machine collation systems. It was agreed to include a 50-minute presentation on that subject toward the end of the course. The travel and the GICS collation programs will be covered.

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3. Discussion on the feasibility of scheduling a classified RID tour, including a demonstration of WALNUT, resulted in a decision to schedule all students not previously having this experience for a tour and live WALNUT demonstration during the week immediately following the course. The students would be divided into groups of 5 each for purposes of the demonstration. It was generally agreed that exposure to WALNUT would have a beneficial effect upon the students, even though it is recognized that the technical complexities of the system would probably be beyond the grasp of most students. The objective primarily is to give the students an appreciation of WALNUT's capabilities in the areas of document control and retrieval. The course administrator will set up the schedule for this tour in consultation with Mr. [REDACTED] during the running of each course.

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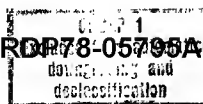
4. In regard to the four-hour session on the CS Records System, scheduled for Monday afternoon, it was suggested and agreed that [REDACTED] take the first 2 hours to discuss the statutory basis, history, and composition of the CS Records System and the Index (including mechanization). The objectives of this presentation is to give the students an understanding of the CS Records System. [REDACTED] is to take the last 2 hours to discuss CS Auxiliary Indices (excluding travel and machine programs which will be covered by [REDACTED] toward the end of the course).

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5. [REDACTED] presented the RID approach (i.e., what RID does in servicing a name check request) in regard to the block of instruction on the Mechanics of Name Checking in the CS as outlined in the proposed syllabus. He stated that RID could cover this in about 3 hours on Wednesday forenoon of the course. The RID presentation will be titled "The Name Check Cycle - RID Mechanics" and will be given by one or more lecturers to be provided by RID/Reference Branch and/or RID/Processing Branch.

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[REDACTED] will see to the scheduling of speakers from RID. In general the presentation will cover the following:

- (1) Form 362
  - (a) Procedures
  - (b) How to fill out, type of biographic data, name variants
  - (c) Transmission
- (2) Index
  - (a) What Index does
  - (b) How search made
  - (c) Use of Name Group lists (name variants)
  - (d) Communications with requester
- (3) Card reproductions  
Copyflo
- (4) Types of cards  
Illustrations of the most commonly occurring types
- (5) Ordering the documents
  - (a) Priorities
  - (b) Via 362
- (6) Document retrieval
  - (a) Document Control Section (locator)
  - (b) Machine - Aperture Card System and Form 1381
  - (c) Files; hard copy; confirm destroy; locate clerk
  - (d) Restricted and sensitive documents
  - (e) Archives
  - (f) Records Center
- (7) Editing card reproductions
  - (a) File consolidation
  - (b) Disposition of documents
- (8) RID follow through on name checker's corrective and consolidation activities

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6. Practical Exercise:

a. The RID presentation would be followed on Wednesday afternoon and Thursday morning by "The Name Check Cycle-Practical Exercise", which would principally consist of the judgment factors vis-a-vis the name checker in following the name check cycle. The blocks of instruction as outlined in the draft syllabus under the Mechanics of CS Name Checking would serve as the general outline for presentation together with practical problems. It was agreed that this must be presented by a senior name checker. [REDACTED] recommended, and all agreed, that our committee ask the CS Records Committee for authority to go to Division Chiefs for the appointment of a qualified teacher. It is recognized that we probably might have to settle for the services of numerous such persons for different runnings of the course, although this is highly undesirable, since the services of these people probably can be made available for only a very limited time.

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b. Following this meeting [REDACTED] who said he believed OTR should provide an instructor well experienced in the CS for this block of instruction. It was suggested that the first three or four runnings be presented by an experienced senior CS name checker who would be understudied by the OTR designee. This appears to be acceptable and feasible. In a subsequent meeting on 13 October between [REDACTED] and the undersigned, [REDACTED] advised that he would attempt to get the services of a recent field returnee, highly qualified to make this presentation, who is now assigned to OTR.

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7. The period from 1300-1350 hours on Thursday afternoon will be devoted to a presentation on the subject of writing a meaningful report. It was suggested that this be handled by CI Staff, and [REDACTED] was recommended as an excellent lecturer provided he can spare the time. This session can be used to include a number of miscellaneous items: CS responsibilities to other Agency components, to the U.S. intelligence community, to friendly liaison services; distinctions between name checks for the FBI, area desks, field stations, CI/OA, etc.; how to expedite a name check query of the FBI via CI Liaison.

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8. The period from 1400-1500 hours on Thursday afternoon would be a presentation by [REDACTED] on the travel and GICS programs.

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9. On Friday morning the students will prepare a written critique from 0845-0930. From 0945-1100 there will be a Seminar with a panel of RID, SG, and CI Staff representatives. The course will then be closed out by the OTR Administrator.

25X1A 10. I reported that FI/D had decided not to make a presentation in the course because the class is not a "D cleared" group. FI/D suggested that exposure to the regulatory issuance, [REDACTED] List Name Check and the use of Form 501 would suffice. This can be covered in a 20-minute session, and the undersigned volunteers to handle this. The pertinent portions of [REDACTED] will also be discussed in this context.

11. Attached hereto is the daily schedule for the course as agreed upon by the committee.

12. In order to bring the "working draft" SYLLABUS for the CS Name Check Course up to date and have it conform to changes in course content agreed upon by the committee, I am sending you under separate covering memorandum a revised draft for your review and revision, particularly of those subjects for which you bear prime responsibility. Upon completion of this review and revision and finalizing of the SYLLABUS, a formal memorandum will be prepared for transmittal by DDP/TRO to the Director of Training requesting his approval for the holding of this course, etc.

25X1A9a 13. Based on the availability of [REDACTED] as Course Administrator and the availability of classroom space in the Headquarters building, only 5 runnings of the course can be held between now and 1 July 1965, namely:

Week of 18 January,

Week of 15 February-Thursday and Friday, 22 Feb.-Tuesday,  
Wednesday, and Thursday

Week of 22 March

Week of 24 May-Thursday and Friday, 31 May-Tuesday, Wednesday,  
and Thursday

Week of 28 June

25X1A9a [REDACTED] has tentatively scheduled the above weeks with the OTR Registrar. However, there are currently 7 other weeks with classroom

25X1A9a space available but when [REDACTED] has conflicts and cannot serve as Course Administrator. These weeks are:

Week of 4 January

Week of 11 January

Week of 1 February

Week of 15 March

Week of 7 June

Week of 14 June

Week of 21 June

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I believe that the committee should consider reserving 4 or 5 of these weeks for the course and, of course, arrange for an alternate Course Administrator.

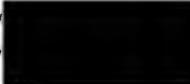

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CI/RMO

Distribution:

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- 1 - HT/OS/OTR/ 
- 1 - HT/OS/OTR/ 
- 1 - Chief, DDP/SG
- 1 - RID/TRO
- 1 - CI/TRO
- 1 - CI/MRO
- 1 - C/CI/RA (for info)
- 1 - C/RID (for info)
- 1 - DDP/TRO (for info)
- 1 - C/HT/OS/OTR (for info)

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